

# What to Expect When You Are Inspected

## Documents you need

- Business License - must be posted.
- State Certified Food Protection Manager Certificate – must be posted.
- Receipts – all food must come from approved sources.
- Employee Illness log
- Hood cleaning documentation – hoods must be cleaned every six months.
- Pest control contract– must have a licensed pest control operator service the business if there are pest issues.
- Ingredient lists – required for ready to eat products not made onsite.
- Labels on packaged foods sold as customer self-service.
- Parasite destruction letters from suppliers of fish served raw. Exempt fish are Yellowfin Tuna, Bluefin Tuna and Bigeye Tuna.
- Shellstock tags must be kept for 90 days from the date of sale or service.
- HACCP plan for specialized processes.
- Permits for any new plumbing or electrical work.

If you have a food license in Minneapolis, you will be inspected by a Minneapolis Health Inspector.

When the health Inspector arrives, they will:

- Introduce themselves
- Show you credentials
- Ask for the Person in Charge

There must be a Person in Charge at the food business whenever the business is open.

The Person in Charge does not have to be a Certified Food Protection Manager, but they must be able to demonstrate food safety knowledge and answer questions asked by the inspector.

You may be visited by other types of city inspectors, such as fire and building. Regardless of the inspector, we are all there for the same purpose: Public Health and Safety.

**Risk I facility** – Inspected yearly. Businesses serving time and temperature control for safety (TCS) food that requires extensive cooking, cooling and reheating.

**Risk II facility** – Inspected every 1 ½ years. Businesses serving TCS food with minimal holding between preparation and service.

**Risk III facility** – Inspected every 2 years. Businesses offering only food that is pre-packaged or having minimum to no food handling.

**Note:** If you have a high number of violations, or need a follow-up inspection for other reasons, the follow-up inspection will take place about 30 days after your routine inspection.

## Employee Training

Employees must be knowledgeable in food safety practices for the food preparation activities in your business.

Your food handling employees must demonstrate knowledge in these areas:

- Cooking and cooling temperatures
- Reheating for hot holding
- Cross contamination
- Sanitation
- Hand washing
- Illness reporting and recording
- Any other food safety aspect of your business

Minneapolis has short [videos on many of these topics](#).

[www.minneapolismn.gov/foodsafety](http://www.minneapolismn.gov/foodsafety)

For reasonable accommodations or alternative formats please contact Minneapolis Environmental Health at [food@minneapolismn.gov](mailto:food@minneapolismn.gov) or 612-673-2301. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users can call 612-263-6850. Para asistencia 612-673-2700, Yog xav tau kev pab, hu 612-673-2800, Hadii aad Caawimaad u baahantahay 612-673-3500.

## What to Expect When You Are Inspected

### An emergency closure happens from:

- Sewage backup
- No drinkable hot or cold water under pressure
- Lack of electricity or gas
- Ongoing foodborne illness caused by the operation of the business
- More than one hot or cold holding temperature violation within 30 days
- No handwashing sink
- No working dishwashing system on premises
- Presence of gnawed or rodent contaminated food
- Infestation of cockroaches with six or more live cockroaches observed
- Rodents with one live mouse or rat observed.
- An accumulation of fresh mouse droppings in more than one location
- Evidence of fly breeding
- Any condition that poses an imminent risk of harm to the public health, safety or welfare
- The business does not have a food license

**In Minneapolis,  
health inspections  
are unannounced.**

### Handwashing and personal hygiene

Inspectors will watch for risky food handling behaviors by employees such as:

- Touching ready-to-eat food with bare hands
- Incorrect hand washing
- Improper glove use
- Working with symptoms of foodborne illness
- Employees wearing jewelry
- Employees not wearing hair restraints
- Eating or drinking in food preparation areas

### Menu

If you serve raw or undercooked foods, the health inspector will review your menu for the correct consumer warning.

The health inspector will verify your operation and equipment can support your menu, and will determine HACCP requirements based on specialized products on your menu.

### Physical Facilities

The health inspector will look at the overall cleanliness of your business. Floors, walls and ceilings of food preparation areas must be smooth and easy to clean. All areas need to be free of dust, food debris and other dirt.

Areas that are often overlooked are floors under equipment, shelving, and in corners. Food and utensil storage areas, including single serving items, are part of the food operation and must be kept clean.

### Storage

All food must be stored in an approved storage area and be at least 6 inches above the floor.

Food must be protected from contamination. Your health inspector will verify:

- Food is stored in the correct stacking order to prevent cross-contamination in coolers
- Air temperature of walk in coolers and freezers

See [Time Requirements for Food](#) from the Minnesota Department of Health.

### Equipment

All equipment must be durable, smooth and easily cleanable.

Equipment must be in good repair and functioning according to manufacturer's specification.

As of January 1, 2019, some equipment must be certified by an ANSI accredited program such as NSF, CSA, ELT, or UL.